

10 August 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Report for the Week
Beginning 31 July 1972

1. Twenty-seven Career Trainees in the July Class, with 25 other professional EODs, completed the Intelligence and World Affairs course on 4 August. The instructional staff attests that this was a first-rate group, spirited and participative. Of special note is the staff's accolade for a CT from the July '69 Class, [REDACTED] who gave an outstanding presentation [REDACTED] Word of her performance is being passed on to her supervisors in OCI. (We note also that Miss [REDACTED] is scheduled as a guest speaker in the Attache Course currently in session at the Defense Intelligence School.)

The CTs are now in one week of training preparatory to going to their interim assignments. There is about a 50% split in assignments, with one group, now attending Intelligence Writing Techniques, slated for

the DDI, and the second group, taking CS Records and Desk Orientation, going to the Clandestine Service. Interim assignments begin 14 August.

2. In response to a request from the Director of Communications, we are designing a one-week course in supervisory techniques, tailored to the needs of communication officers who are or are going to be supervisors at overseas posts. Present plans call for conducting the course

25X1A [REDACTED] about six times a year, with about 12 officers in each of the sessions. OTR's scheduling will dovetail with

25X1A [REDACTED] schedule of refresher training given to these officers.

3. Of the present group of Agency employees beginning full-time language training at the Foreign Service Institute, four are from the Office of Communications. Three will study Arabic; the fourth, Hindi. They have already begun the required two weeks of area study; language training begins 21 August.

25X1A 4. [REDACTED] OP, recently returned from Stanford University where she was a fellow in the Education for Public Management Program, will attend the CSC's three-day program on EEO Counseling. [REDACTED] a 25X1A CT in the October '64 Class, is being assigned as the EEO counselor for the DDI.

5. Notes

The audit of OTR begins today, Thursday, 10 August. The auditors expect to take about three weeks to complete their survey. . . . The [REDACTED] 25X1A

ADMINISTRATIVE - INTERNAL USE ONLY

25X1A

[REDACTED] has recently received a shipment of items [REDACTED]. 25X1A

The shipment includes paintings, screens, silver, and rugs, all in excellent condition.... The repair of the roof of the warehouse [REDACTED] began 25X1A on 1 August. It is expected to be completed by the end of the month....

Unusually wet weather has delayed sludge disposal. We expect the Sanitary Commission to ask for an extension beyond the agreed completion date of 15 August.... From a copy of his letter to General MacPherson, Commandant of the National War College, we have learned that Mr. Colby has accepted an invitation to address the student body on Monday, 6 November, at 9 a.m.... Because of a 10 o'clock meeting at the White House on Friday, 11 August, General Walters has changed the time of his address to the Attache' class from 10 a.m. to 8:30 that same morning.

6. Guest Speakers

25X1A

[REDACTED] the only high-level guest speaker scheduled during the week of 13 August, will address the [REDACTED] 5X1A

25X1A

Course [REDACTED] on 14 August, 1100-1200.

[REDACTED] 5X1A

HUGH T. CUNNINGHAM
Director of Training